

Included instructions

1. [Search for the development application](#)
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Related instructions

The following [PlanSA | Support Library](#) resources are referenced throughout this guide.

- [How to - Login to your development application account | PlanSA.](#)
- [How to – Withdraw an extension of time request | PlanSA](#)
- [How to – Pay the fee for an extension of time | PlanSA](#)

Search for the development application

1. Log in to your development application account to begin, completing [Login to your development application account | PlanSA.](#)
2. Search for the development application using the **ID** number.
3. Click on the **ID** number to view the development application.

ID	Owner	Location	Nature of Development
24003669	U One	THE PARADE NORWOOD SA 5067	Single Storey Dwelling

Overview of the Operative Dates tab

The **Operative Dates** page shows with the below sections and option to Request Extension of Time.

In-progress request

When an Extension of Time request is in-progress, the 'Request Extension of Time' button is hidden. An 'important note' is shown to inform the user there is an in-progress request. Once the in-progress request is completed, an additional request can be made.

Summary Documents Sharing access Notifications & Inspections **Operative Dates** Related Actions

Important Note: There is an in-progress extension of time request. If you want to apply for a new one, you have to wait for the in-progress ones to be completed.

Operative Dates – Application Operative End Dates

Development application - 23048427: The Parade Norwood SA 5067

REQUEST EXTENSION OF TIME

Summary Documents Land Division Certificates Sharing access Notifications & Inspections Certificate of Occupancy **Operative Dates** Related Actions

< Development application 23048427

Operative Dates

Application Operative End Dates					
Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	Assessment Manager at City of Norwood, Payneham and St. Peters	30 November 2023	30 November 2025	
Building Consent	Granted	City of Norwood, Payneham and St. Peters	6 December 2023	6 December 2025	
Land Division Consent	Granted	Assessment panel/Assessment manager at City of Norwood, Payneham and St. Peters	27 February 2024	27 February 2026	
Development Approval for: Planning Consent Building Consent Land Division Consent	Granted	City of Norwood, Payneham and St. Peters	27 February 2024	27 February 2026	27 February 2027

Shows the application granted consents and development approvals, includes the following information.

- The relevant authority who issued the decision and the decision date.
- The consents' operative end date.
- The development approval substantial commencement and completion dates.

Consent and development approval dates explained

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Date type	Description
Decision Date	Is the date a relevant authority granted the consent or development approval.
Operative End Date	Is the date a consent approval ends,
Substantial Commencement Date	Is the date the works associated with the development must be substantially commenced.
Substantial Completion Date	Is the date the development must be substantially completed.

Extension of Time Requests

Shows 'in-progress' requests and 'determined' requests. The example below shows a submitted 'in-progress' extension of time request for the development approval.

Extension of Time Requests

ID	Description	Progress Status	Extension Details	New Operative Dates	Decision	Action(s)
7299	Development Approval for: Planning Consent Building Consent	Submitted	—	<ul style="list-style-type: none"> Requested Extension Date: 28 August 2025 	—	Withdraw Request

As the extension of time request progresses, the status updates accordingly.

Status	Description
Submitted	Request received by the relevant authority.
Awaiting Payment	The relevant authority has determined an extension of time is required and issued a fee advice for the extension fee.
Awaiting Decision	The extension of time fee has been paid (or waived) and a decision is being made by the relevant authority.
Completed	A decision of 'granted' or 'refused' made by the relevant authority.

Submit Extension of Time Request

Submission method 1: from the development application Operative Dates tab

1. Click on **Operative Dates** tab in the development application to access the 'Request Extension of Time'.

Development application - 23048427: The Parade Norwood SA 5067

Summary Documents Land Division Certificates Sharing access Notifications & Inspections Certificate of Occupancy **Operative Dates** Related Actions

< Development application 23048427

Operative Dates

Application Operative End Dates

Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	Assessment Manager at City of Norwood, Payneham and St. Peters	30 November 2023	30 November 2025	
Building Consent	Granted	City of Norwood, Payneham and St. Peters	6 December 2023	6 December 2025	
Land Division Consent	Granted	Assessment panel/Assessment manager at City of Norwood, Payneham and St. Peters	27 February 2024	27 February 2026	
Development Approval for: Planning Consent Building Consent Land Division Consent	Granted	City of Norwood, Payneham and St. Peters	27 February 2024	27 February 2026	27 February 2027

Extension of Time Requests

ID	Description	Progress Status	Extension Details	New Operative Dates	Decision	Action(s)
No items available						

Submission method 2: from the development application Related Actions tab

2. Click on **Related Actions** tab and then **Request Extension of Time**.

Development application - 24003669: The Parade Norwood SA 5067

Summary Documents Event History Land Division Certificates Sharing access Inspection Operative Dates **Related Actions**

- Upload Documents**
Upload documents associated with consents for the DAP.
- Apply for Variation**
- Cancel Application**
- Request Extension of Time**
Apply to extend the operative period of a consent or approval

Complete the extension of time request for planning consent

The **Submit Extension of Time Request** form shows the consents or approvals for the application that can be extended.

1. Click on checkbox for the consent.

The screenshot shows a table titled 'Consent' with the following data:

Decision	Current Operative End Date	Request Extension Date	Reason
<input checked="" type="checkbox"/> Planning Consent	17 Aug 2024	23/01/2025	Provide a reason for the extension to the relevant authority

Callout 1 points to the checkbox in the 'Decision' column. Callout 2 points to the 'Request Extension Date' field. Callout 3 points to the 'Reason' text area.

2. Type or select from the calendar a new **extension date** (mandatory).
3. Providing a **reason** (mandatory) for the request.

Upload supporting documentation (as required)

4. Click **UPLOAD** and the Open window shows.
5. Locate the document and drag-and-drop into the *Drop files here* field and then **Cancel** to close the Open window.
6. Categorise the document, selecting a **document category** e.g. Other and a **document type**, e.g. Planning Documents, and provide a short **description** of the planning document uploaded.
7. Click **SUBMIT EXTENSION OF TIME REQUEST**.

The screenshot shows the 'Supporting Documents' section with a table for document details:

Document	Document Category	Document Type	Type Description
<input checked="" type="checkbox"/> request DOCX - 21.64 KB	Other	Planning Documents	example, request to extend

Callout 4 points to the 'UPLOAD' button. Callout 6 points to the 'Document Category', 'Document Type', and 'Type Description' fields.

Callout 7 points to the 'SUBMIT EXTENSION OF TIME REQUEST' button.

8. Click **YES** to continue submitting the request.

The **Operative Dates** page shows. Go to page 9 to View extension of time request.

Development approval extension of time

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1. Click on checkbox of the development approval.

The screenshot shows a 'Development Approval' form with the following fields and callouts:

- 1**: A red circle pointing to the checkbox for 'Development Approval for: Planning Consent; Building Consent'.
- 2**: A red circle pointing to the 'Request Extension Date' field, which contains '28/08/2' and a calendar icon.
- 3**: A red circle pointing to the 'Reason' field, which contains the text 'Provide a reason for the extension' and a character count '34/4000'.
- 4**: A red circle pointing to the 'Have you commenced the development?' field, which has radio buttons for 'Yes' (selected) and 'No'.
- 5**: A red circle pointing to the 'Date Commenced' field, which contains a date input 'dd/mm/yyyy' and a calendar icon.

2. Type or select from the calendar a new **extension date** (mandatory).
 - a. New substantial commencement date:
 - must be greater than the current date e.g. 8 August 2024,
 - can match the current 'completion date' e.g. 8 August 2025, or
 - can be greater than the current 'completion date'.
 - b. New substantial completion date:
 - must be greater than the current date e.g. 8 August 2025

Development approval is staged

Where an extension of time is required on a staged building consent, an error message shows advising an extension of time is required on the planning consent (part of the combined development approval with staged building consent) before an extension can be submitted on the staged building consent.

Important: The requested extension date for the Building Consent is past the date of the Planning Consent operative end date. You cannot proceed just with the Building Consent request extension of time; you will need to submit an extension of time for the Planning Consent.

3. Enter a **reason** (mandatory) for extending the date.
4. Select either **Yes** or **No** to having commenced the development or not.

How do I know when to select No?

- When the development has not commenced, or
- The approval does not include building consent, or
- Building consent was determined not required.

5. When development has commenced, two additional fields are shown:
 - a. **Date Commenced** (mandatory)

Where can I find the commencement date of the development?

The commencement date can be found in the application's **Notifications & Inspections** tab. It is the 'Activity Date' for the commencement of building work notification.

- b. **Details of commencement** – provide if known.

Upload supporting documentation (as required)

To upload supporting documentation complete steps 4 to 6 on page 6.

6. Click on **SUBMIT EXTENSION OF TIME REQUEST**.

Supporting Documents

Document	Document Category	Document Type	Type Description	
request DOCX - 21.64 KB	Other	Planning Documents	example, request to extend	X
UPLOAD Drop files here	--- Select One ---	--- Select One ---		

Note: You may select multiple documents to upload simultaneously.

CANCEL

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SUBMIT EXTENSION OF TIME REQUEST

7. Click **YES** to continue submitting the request.

The **Operative Dates** page shows. Go to page 9 to View extension of time request.

Submission confirmation

On submission of the request, a confirmation email is sent to the applicant, the primary contact, and the relevant authority for the consent or development approval.



View extension of time request

1. Click on ID number.

Operative Dates

Application Operative End Dates					
Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	Assessment Manager at City of Norwood, Payneham and St. Peters	17 August 2022	17 August 2024	

Extension of Time Requests

ID	Description	Progress Status	Extension Details	New Operative Dates	Decision	Action(s)
7320	Planning Consent	Submitted	—	<ul style="list-style-type: none"> Requested Extension Date: 23 January 2025 	—	Withdraw Request

The **Extension of Time Request** page shows, including the **Submission Details**:

- Document link(s)
- Consent or development approval the request was raised on
- Current operative or substantial dates
- Requested extension date
- Reason for the request.

Extension of Time Request - 7320 - 22001212

Submission Details

Applicant Supporting Documents			
Document	Type	Date Created	
* request.docx	Planning Documents	11 Jun 2024 12:12	

Consent			
Decision	Current Operative End Date	Request Extension Date	Reason
Planning Consent	17 Aug 2024	23 Jan 2025	Provide a reason for the extension to the relevant authority

The **Review Details** for the “Relevant Authority Decision“ updates as the request progresses from submission to a decision.

Review Details

Relevant Authority Decision					
Decision	Relevant Authority	Extension Details	Decision	New Operative Dates	Decision Date
Planning Consent	City of Norwood, Payneham and St. Peters	—	—	—	—

[BACK](#)

Image above. Extension of time request submitted and waiting for an assessment by the relevant authority.

Request details updated throughout the decision process

	After Submission, field shows ...	Assessment performed, and field shows ...	Decision made, and field shows ...
Extension Details	Dash '-'	<p>Required and the process continues with a fee payment request or where waived a decision is required, or</p> <p>Not required and the process completed, no further action required.</p>	Required
Decision	Dash '-'	Dash '-'	Granted or Refused
Operative Date Type	Dash '-'	Commencement or Completion for an extension request to the substantial commencement or completion date for a development approval.	Commencement or Completion
New Operative Dates	Dash '-'	Dash '-'	New operative dates, else shows a dash '-' if refused.
Decision Date	Dash '-'	Dash '-'	Date the decision made by the relevant authority.
Reason	Not applicable	Not applicable	The reason for the refusal decision.

2. Click **BACK** to close the page.

The **Operative Dates** page displays.

Summary Documents Sharing access **Operative Dates** Related Actions

Important Note: There is an in-progress extension of time request. If you want to apply for a new one, you have to wait for the in-progress ones to be completed.

< Development application 22001212

Operative Dates

Application Operative End Dates

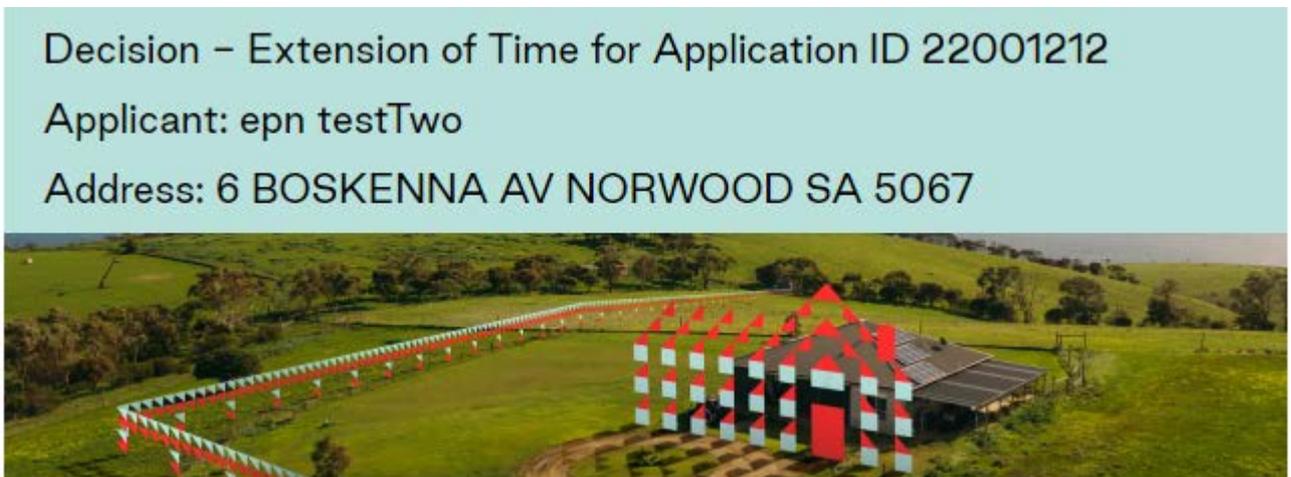
Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	Assessment Manager at City of Norwood, Payneham and St. Peters	17 August 2022	17 August 2024	

Extension Granted

An email is received by the applicant, primary contact, location council (may be different to relevant authority) and the relevant authority who 'granted' the consent operative end date - extension of time.

Example of an extension of time granted for planning consent

The email confirms the consent's new operative end date (outlined in the image below).



Your request for extension to operative period for Application 22001212 has been decided

- Relevant Authority: City of Norwood, Payneham and St. Peters

Granted – Planning Consent

- New Operative End Date: 23 January 2025

View the [Development Application](#).

Application Operative Dates Updates

Before the Extension of Time request

Operative Dates

Application Operative End Dates					
Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	Assessment Manager at City of Norwood, Payneham and St. Peters	17 August 2022	17 August 2024	

After granting the Extension of Time request

Development application - 22001212: Norwood SA 5067

[REQUEST EXTENSION OF TIME](#)

Summary Documents Sharing access **Operative Dates** Related Actions

< Development application 22001212

[Help for this section](#)

Operative Dates

Application Operative End Dates

Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	Assessment Manager at City of Norwood, Payneham and St. Peters	11 June 2024	23 January 2025	

Extension of Time Requests

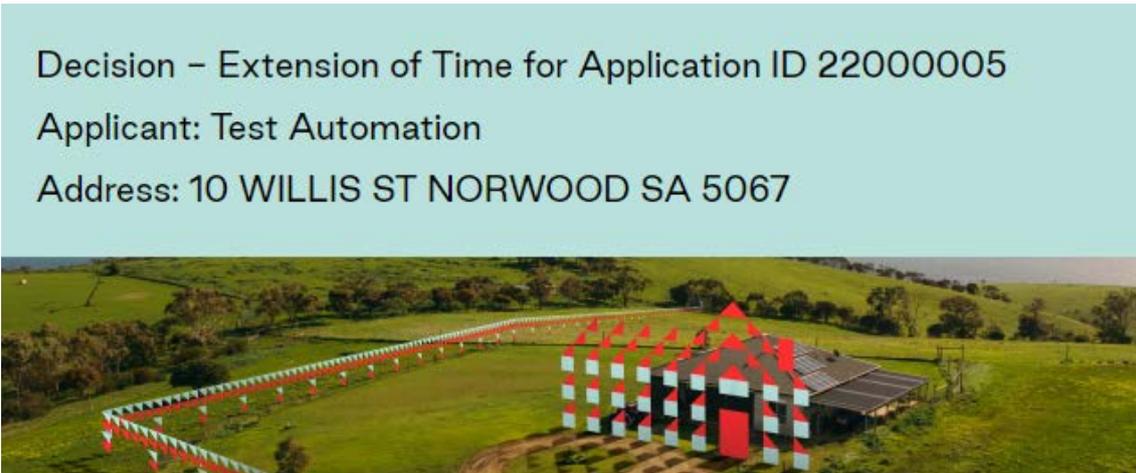
ID	Description	Progress Status	Extension Details	New Operative Dates	Decision	Action(s)
7321	Planning Consent	Completed	Required	• Operative End Date: 23 January 2025	Granted	

The application's **Operative Dates** page shows the 'Request Extension of Time' button and updates the following fields.

a.	Decision date	Is the date a relevant authority granted the extension of time for the planning consent.
b.	Operative end date (consent) and Substantial Commencement Date (development approval)	The consent 'Operative end date' shows the requested or relevant authority determined date.
c.	Decision	Shows 'granted'.

Example of an extension of time granted for a development approval

The email confirms the development approval's new substantial commencement and completion dates (outlined in the image below).



Your request for extension to operative period for Application 22000005 has been decided

- Relevant Authority: City of Norwood, Payneham and St. Peters

Granted – Development Approval for: Planning Consent; Building Consent

- New Substantial Commencement Date: 14 November 2025
- New Substantial Completion Date: 14 November 2026

View the [Development Application](#).

Application Operative Dates Updates

Before the Extension of Time request

Operative Dates

Application Operative End Dates					
Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	City of Norwood, Payneham and St. Peters	8 August 2022	8 August 2024	
Development Approval for: Planning Consent Building Consent	Granted	City of Norwood, Payneham and St. Peters	8 August 2022	8 August 2024	8 August 2025

After granting the Extension of Time request

Development application - 22000005: Willis St Norwood SA 5067

REQUEST EXTENSION OF TIME

Summary Documents Sharing access Variation Requests Notifications & Inspections **Operative Dates** Related Actions

Operative Dates

Application Operative End Dates					
Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	City of Norwood, Payneham and St. Peters	12 June 2024	14 November 2025	
Development Approval for: Planning Consent Building Consent	Granted	City of Norwood, Payneham and St. Peters	12 June 2024	14 November 2025	14 November 2026

Extension of Time Requests

ID	Description	Progress Status	Extension Details	New Operative Dates	Decision	Action(s)
7299	Development Approval for: Planning Consent Building Consent	Completed	Required	<ul style="list-style-type: none"> Substantial Commencement: 14 November 2025 Substantial Completion: 14 November 2026 	Granted	

The application's **Operative Dates** page shows the 'Request Extension of Time' button and updates the following fields.

a.	Decision date	Is the date a relevant authority granted the extension of time for the consent or development approval.
b.	Operative end date (consent) and Substantial Commencement Date (development approval)	The consent 'Operative end date' and approval 'Substantial commencement date' are aligned with the requested or relevant authority determined date.
c.	Substantial Completion Date (development approval)	Updates with the requested or relevant authority determined operative end date + 12 months.
d.	Decision	Shows 'granted'.

Extension Refused

When an Extension of Time request is 'refused' by the relevant authority an email is received by the applicant and primary contact. The email correspondence includes the refusal reason.

Decision – Extension of Time for Application ID 22001212

Applicant: epn testTwo

Address: 6 BOSKENNA AV NORWOOD SA 5067



Your request for extension to operative period for Application 22001212 has been decided

- Relevant Authority: City of Norwood, Payneham and St. Peters

Refused – Planning Consent

- Reason: Provide a reason for the refusal, this is shared with both applicant and primary contact

View the [Development Application](#).

After refusing the Extension of Time request

The application's **Operative Dates** page shows the Request Extension of Time button, the request extension retains the requested extension date with a 'refused' decision.

Development application - 22001212: Norwood SA 5067

REQUEST EXTENSION OF TIME

Summary Documents Sharing access **Operative Dates** Related Actions

< Development application 22001212

[Help for this section](#)

Operative Dates

Application Operative End Dates					
Consent	Decision (Granted/Refused)	Entity responsible for decision (Relevant Authority)	Decision Date	Operative End Date/Substantial Commencement Date	Substantial Completion Date
Planning Consent	Granted	Assessment Manager at City of Norwood, Payneham and St. Peters	17 August 2022	17 August 2024	

Extension of Time Requests

ID	Description	Progress Status	Extension Details	New Operative Dates	Decision	Action(s)
7320	Planning Consent	Completed	Required	• Requested Extension Date: 23 January 2025	Refused	